

Public Library Assistance

Department of Education & Early Development – Program 23

I. PROGRAM OBJECTIVES

The objective of this program is to provide financial assistance for the operation of public libraries in the State of Alaska.

II. PROGRAM PROCEDURES

Libraries apply for the grant annually. All eligible libraries receive funding.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Funds may be expended only for the operation of the public library, and for purposes set out in the grant application. Costs related to a shared facility must be proportionally allocated.

Suggested Audit Procedures

- Test transactions to determine whether expenditures are necessary and reasonable, and are authorized or not prohibited under applicable guidelines and regulations. The major expenditure categories of Personnel, Collections, and Other Expenditures constitute the budget line items. The grantee need not comply with the detail of expenditures in subcategories; and
- Review procedures and basis for prorating costs for shared facilities to determine if charges to the grant are reasonable.

B. ELIGIBILITY

Compliance Requirement

Library must be open and staffed for a minimum of 10 hours a week for 48 weeks a year. Library must also be open at least two days per week, and include at least some evening [or] **and** weekend hours. For a public school library, this requirement is in addition to any regular school library hours. Services must be free to all residents in the library's service area.

Suggested Audit Procedure

- Review available records and discuss with appropriate personnel to determine if eligibility requirements were met during the grant period.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

Compliance Requirement

Local match dollars must be expended as per the grant agreement. In-kind contributions may be counted only for volunteer labor at a rate set annually by the State Library. No more than one volunteer hour per hour the library is open to the public may be counted.

Suggested Audit Procedure

- Test transactions to determine that local match dollars were expended in the amount detailed in the grant agreement, and to determine whether expenditures were necessary and reasonable and authorized or not prohibited under applicable guidelines, regulations, and agreements.

D. REPORTING REQUIREMENTS

Compliance Requirement

Both an Annual and Final Report must be submitted by September 1 following the end of the grant period, on a form provided by the Division of Libraries.

Suggested Audit Procedures

- Review procedures for preparing reports and evaluate adequacy and completeness of submissions;
- Trace data to the supporting documentation; and
- Evaluate adjustments.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

Indirect and administrative fees may not be charged to this grant.

Suggested Audit Procedure

- Review transactions to determine that administrative costs have not been charged to the grant.

Compliance Requirement

Allowable expenditures are those which were spent during the grant year. Amounts encumbered by the end of the grant year are also allowable if spent by September 1 of the following grant year, except that expenditures for personnel and travel may not be encumbered.

Suggested Audit Procedure

- Test a sample of transactions to determine that funds were spent in the prescribed period.

Compliance Requirement

[In FY 2001, the library must expend at least \$3000 on library materials (books, magazines, etc.). In FY 2002 and subsequent years, the] **The** library must expend at least \$3500 on library materials.

Suggested Audit Procedure

- Review reports and test a sample of transactions to determine that expenditures for the library materials were sufficient.

Compliance Requirement

If the library is a combined school/public library, the library must be readily accessible to patrons other than enrolled students. The library must also allocate space to accommodate materials for children, young adults, and adults in appropriate proportions.

Suggested Audit Procedure

- Through observation and discussion with appropriate personnel, determine that the requirements for a combined school/public library have been met.

Modified 5/02